

Extract from MPA Standing Orders

6.1 URGENCY POWERS

- 6.1.1 There is a presumption that all decisions required to be made by the Authority and not delegated to the officers will be made through the Authority's normal committee processes. The Strategic and Operational Policing Committee exercises an urgency function and can deal with urgent matters that cannot wait for the next meeting of the Authority or the committee to which the power is reserved.
- 6.1.2 Where these urgency committee arrangements cannot be invoked, and only in such circumstances, the Chief Executive and/or Treasurer may take the necessary decision (after consultation with the Commissioner as appropriate). However, this delegation is subject to the following process having been followed.
- 6.1.3 The fundamental principle is that appropriate members should be consulted:
- Where the decision would normally be taken by the full Authority, the Chief Executive / Treasurer shall consult with the Chairman and or Vice Chairman of the Authority.
 - Where the decision would normally be delegated to a committee or sub-committee, the Chief Executive / Treasurer shall consult with the Authority the Vice Chairman of the Authority and Chairman and Vice Chairman of that committee or sub-committee.
- 6.1.4 The Chief Executive / Treasurer shall use the most appropriate method of consulting with these members. This may be by way of a meeting, or by telephone, letter or email. However, unless circumstances do not allow it, the general presumption is that members will be consulted in writing and supplied with sufficient supporting information to enable them to come to an informed view.
- 6.1.5 Although every effort must be made to consult all the above members, the minimum requirement, if the matter is of extreme urgency and not all members are available, is for consultation:
- for decisions normally taken by the full Authority, with the Chairman or Vice Chairman of the Authority
 - for decisions normally taken by a committee, the Authority Chairman or Vice Chairman and the Committee Chairman – both must concur with the proposed decision
- 6.1.6 The Chairman and Vice Chairman of the Authority or of a Committee can nominate another member in their place if they are going to be unavailable
- 6.1.7 The Chief Executive / Treasurer shall also make every effort to inform all members of the relevant committee or sub-committee (or of the Authority where the decision would normally be taken by the full Authority) that it is proposed to take a decision, together with

summarised details of the action proposed. A decision shall not be invalidated by this not having been done. If it is not practicable to communicate with members before the decision is taken, they shall be informed as soon as possible afterwards of that decision.

- 6.1.8 Urgent decisions taken under delegated authority in this way must be reported to the next meeting of the Authority for information. In doing so, the Chief Executive / Treasurer shall indicate which members were consulted before the decision was taken.

MPA URGENCY PROCEDURE

Initial request for an urgent decision

1. The urgency procedure is a way of getting *urgent* decisions. It is not a way of getting decisions without having to apply the rigour and transparency required of a formal committee report.
2. Therefore, the person applying for an urgent decision must give the Chief Executive in writing the following information, using the MPA's delegated action form (copy attached)¹
 - a) what urgent decision is being sought and why it is not possible to report to a committee for this decision
 - b) sufficient supporting information to enable an informed decision and to provide a subsequent audit trail. As a general rule, as much information should be provided as would normally be included in a report to an MPA committee. This must include any financial and legal implications. All requests must address the race and equality impact or confirm that there is none
 - c) The *genuine* deadline by which a decision is needed

MAKING DECISIONS

3. The Chief Executive will then:
 - a) confirm that the urgency procedure is the appropriate mechanism (as opposed, for instance, to a report to the appropriate committee.)
 - b) decide whether the decision would normally be a matter for a particular committee or would have been taken by the full Authority. This will determine which Chairs / Deputy Chairs will be consulted (Standing Order 6.1.3 – extract from Standing Orders attached)
 - c) decide how to consult with these members. Unless there is a good reason why this is not possible, consultation should be in writing (hard copy or email), including all the supporting information. The members' support for the proposed decision should also be confirmed in writing (Standing Order 6.1.4)
 - d) assess the urgency. This will determine whether it is possible to email a brief summary of the urgent action to relevant committee or Authority members before or after the decision is taken (Standing Order 6.1.6). Committee Services will be responsible for circulating

¹ Also available from Nick Baker, Head of Committee Services on 7202 0183 or nick.baker@mpa.gov.uk

a summary to the appropriate members on the basis of information provided by the Chief Executive.

4. If the members consulted are not unanimously in support of the proposed decision, the Chief Executive can accept a majority decision although in those circumstances she may decide to refer the matter to committee for decision.

FOLLOW UP ACTION

5. Once the decision has been taken and confirmed in writing, the delegated action form and report should be passed to Committee Services who will
 - a) copy the decision to the originating officer
 - b) arrange for the decision to be reported to the next meeting of the full Authority
 - c) retain the original on file

Attachments:

- *Delegated action form template*
- *Extract from Standing Orders*

When completed, a copy of this form must be sent to Committee Services



Metropolitan Police Authority

A request has been made for the Chief Executive and/or the Treasurer to take the following action as a matter of urgency.

In taking this urgent action the Chief Executive and/or the Treasurer will do so in accordance with MPA Standing Order 6.1 which requires officers to consult with appropriate members.

When completed, a copy of this form must be sent to Committee Services

	Is information considered to be exempt/confidential	no/yes
1.	Subject:	
2.	Decision sought:	
3.	Deadline for a decision:	
4.	Supporting information (attach a report if necessary):	
5.	Financial implications:	
6.	Legal implications	
7.	Race and equality impact	
8.	Reason for urgency or details of the specific delegation agreed by the authority or a committee:	
9.	Originating officer and contact details:	

Recommendation:

The Chief Executive/Treasurer SUPPORTS (delete as appropriate) the proposed action as outlined above.

If the action is **not** supported please provide a reason: _____

I authorise the action recommended in section 2 above, in exercise of my delegated authority.

Signed-----Chief Executive/Treasurer

Position: -----

Date -----

I agree to the Chief Executive / Treasurer taking the decision recommended in section 2 above.

Signed -----

Position: ----- Chair or Vice Chair of Authority -----

Date -----

Signed -----

Position: Chairman of XXXXXX Committee

Date -----

Signed -----

Position: Vice-Chairman of XXXXX Committee

Date -----

<p><i>To be completed by Committee Services:</i> All members of the Committee / Authority (delete as appropriate) were informed of this matter by email on: This decision was reported to the Authority on:</p>
